

ADMINISTRATIVE-INTERNAL USE ONLY

5 - MAR 1975

MEMORANDUM FOR: Deputy Director of Security (P&M)

SUBJECT : SRD Productivity Data

1. Attached are pertinent work measurement statistics for SRD for February 1975.

STATINTL 2. [REDACTED] continues on schedule with sixty percent of the
STATINTL Clearance Division cases now in the system. Mishaps occurred in late
February, however, which delayed the establishment of a current GIM II
data base and certain [REDACTED] listings were not produced. The Systems
Support Branch, the DC/SRD and OJCS representatives are working together
to update the system.

3. During the last three weeks in February the Systems Support
Branch averaged 466 daily input transactions to the [REDACTED] system.

STATINTL

STATINTL

[REDACTED]
Chief, Security Records Division

cc: C/PPG

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 Security Records Division
 Work Measurement Statistics for February 1975

1.	Case Processing Activity. Cases processed based on requests for security clearances.	2139
2.	Indices Activities. STATINTL [REDACTED] cards typed, filed and purged; and security documents numbered.	11377
3.	Filing Activities. Files requested, files pulled, folders filed, files recharged, security documents filed, PRU requests and terminal searches.	45920
4.	Communications Activities. Teletype messages, dispatches, Agency cable and non-Agency cable traffic, document receipts, manifests, notices and bulletins handled.	4327
5.	Case Analysis Activities. Cases analyzed, summaries prepared and reference material reviewed and summarized.	882
6.	Information Processing Check Activities Checks requested, references reviewed, summaries prepared and material furnished requesters.	830
7.	File Retirement Activities. Files reviewed for retirement to microfiche.	2206
8.	Microfiche Activities. Total of pages prepared and filmed.	37539
9.	Compartmented Information Recordkeeping. STATINTL Changes to the master record, [REDACTED] and cable actions.	23189
10.	Outside Agency Name Check Activity. Completed requests for checks and supporting memoranda prepared in cases with positive results.	4852
Total Units Produced		133,261

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780 2000
5 MAR 1975
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~~CONFIDENTIAL~~

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: C/SRD	EXTENSION	NO.
	DATE 5 Mar 75	

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. C/PPG				
2.				
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